OD Policy and Procedures Checklist
Special Act or Service Awards

Special Act or Service Awards Policies	
Description	Lump sum cash award that may be granted to recognize a significant one-time contribution in the public interest in connection with or related to official employment.
Criteria/Examples	! Performance of a special project or assignment that involved overcoming unusual difficulty. ! A creative effort that made important contributions to science or research. ! Extraordinary creativity in meeting an objective. ! Achieving substantial savings in resources.
Eligibility	May be granted to individual employees or teams or groups of employees in the following pay plans: General Schedule (GS/GM); Federal Wage System (WG,WL,WS,WD,WT); Senior Level employees (SL/ST); Members of the Senior Executive Service (SES) or Senior Biomedical Research Service (SBRS); and Title 42 (AD) employees. Special Act or Service Awards for Members of the SES or Title 42 Senior Managers must be reviewed against applicable guidance regarding bonuses/awards for these employees.
Award Amount	Up to $10,000. Amount of award should be commensurate with the value of the employee's contribution to the Government. Table of Tangible/Intangible Benefits should be used as a guideline for determining award amounts. If the award is to be granted to a team or group of employees, the total amount of the award should be determined first. The amount to be granted to each individual employee in the group must also be indicated.
Approving Officials	NIH Deputy Directors, Associate/Office Directors who report directly to the Director, NIH may approve awards up to $5,000. Awards over $5,000 require approval by the Deputy Director, NIH. Awards in excess of $2,500 per person require approval by both a Recommending and Approving

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	Official.
Timing	Award recommendations should be prepared as soon as possible but not later than 60 days after the employee's contribution has been completed in order to provide timely recognition of the employee's contribution.
Documentation Required	Completion of *NIH Award Nomination Form*, signed by both the Recommending (if award amount over $2,500) and Approving Official. Narrative description of the contribution to be recognized including how the employee's actions benefited the government.
Receipt of Award	The award is processed through the personnel/payroll system (EHRP) and received by the employee approximately four weeks after the effective date of the award. The award is disbursed as a separate payment, less deductions, to the same location the employee's salary check is disbursed, e.g. to the employee's bank via direct deposit.
References	! 5 CFR 451 ! DHHS Instruction 451-1, *Incentive Awards*, 8/30/96 ! *NIH Employee Recognition and Awards Program*, 12/2/96 ! *OD Employee Awards Program*, 12/20/96 ! Memorandum from Acting Deputy Director, NIH to OD Senior Staff, *Interim Delegation of Personnel Authorities*, 10/23/2001

Yes/No	Special Act or Service Award Procedures Checklist
	1. Was the contribution to be recognized the result of an individual effort or the result of a team or group effort? *Determine if award is to be prepared as an individual award or group award.*
	2. Has the employee(s) contribution already been recognized or proposed for recognition by another monetary award (e.g. Staff Recognition Award, Quality Step Increase, On-the-Spot Award, Time Off Award)? *Only one monetary award may be granted per contribution.*
	3. Does the Approving Official who signed the award have the delegated authority to approve awards in the amount requested? *Refer to local*

Yes/No	**Special Act or Service Award Procedures Checklist**
	delegations of authority.
	4. Is the award nomination for a member of the SES or SBRS? *If so, the Approving Official is the Director, NIH.*

	Documentation & Routing - Special Act or Service Awards
	1. Documentation required: A. Completed *NIH Award Nomination Form* - all items must be completed. B. Narrative description of contribution to be recognized.
	2. Signatures required A. Recommending Official (required if over $2,500) B. Approving Official C. Administrative Officer/Funds Approving Official
	3. Route completed Award Nomination to OHR Human Resources Operations Branch D, Bldg. 31, Rm 4B41 for processing.
	4. OHR, Human Resources and Payroll Solutions Branch processes award through the personnel/payroll system (EHRP) and returns the original copy of the *NIH Award Nomination Form* to the Human Resources Operations Branch D for filing in the employee's Employee Performance Folder (EPF). A copy will be returned to the Administrative Officer.
	5. Administrative Officers are responsible for maintaining their own internal controls on awards and for advising program officials of the status of the award, effective date, and expected receipt of award.

Prepared by OD Executive Office
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